



DEPARTMENT OF CORRECTIONS AND REHABILITATION
CORRECTIONS STANDARDS AUTHORITY

SECOND YEAR GRANT APPLICATION

**Disproportionate Minority Contact
Enhanced Technical Assistance Project**

September 2007

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BACKGROUND INFORMATION AND PROJECT DESCRIPTION

The Corrections Standards Authority (CSA) is responsible for administering California's Title II funds, which support state and local delinquency prevention/intervention efforts and juvenile justice system improvements. Congress appropriates funds and the federal Office of Juvenile Justice and Delinquency Prevention awards them to states on the basis of their proportionate population under age 18.

To receive a Title II Formula Grants award, states must comply with four core requirements of federal law. One of these requirements is that states must demonstrate a good faith effort to address disproportionate minority contact (DMC), which refers to the overrepresentation of minority youth who come into contact with the juvenile justice system (at all points, from arrest through confinement) relative to their numbers in the general population.

As part of the CSA's ongoing efforts to address DMC, the CSA issued a competitive Request for Proposals (RFP) in July 2006 for the Enhanced DMC Technical Assistance Project (TAP), a three-year initiative designed to assist probation departments in understanding and identifying DMC and to equip these agencies with the tools and resources needed to provide leadership in developing and/or strengthening community-based DMC reduction activities. That RFP resulted in the following five counties being awarded up to \$150,000 each for Phase 1 of the Enhanced DMC-TAP: Alameda, Contra Costa, Los Angeles, San Diego and Santa Cruz.

As indicated in the 2006 RFP, funding for the second and third phases of the Enhanced DMC-TAP is contingent upon successful completion of the prior phase. To this end, the grantees in Phase I must complete this application for awards that will be made for Phase 2 of the Enhanced DMC-TAP (described below).

Enhanced DMC-TAP Phase 2 - Stakeholder Collaboration and Plan Development

The purpose of this phase is to support the education of stakeholders (e.g., police, judges, district attorneys, public defenders, social service agencies, community-based organizations) about the probation department's DMC efforts and to engage these stakeholders in the development of a long-term DMC reduction plan. Grant funds are earmarked for contracting with an expert consultant to facilitate stakeholder collaboration and to assist in developing DMC reduction strategies. Funds are also available for continued support of DMC staff within the probation department.

Grant Period: January 1 through December 31, 2008

Grant Award: Up to \$175,000 will be awarded to each county that completes Phase 1 and submits an application (non-competitive) for second year funding.

The Enhanced DMC-TAP includes an evaluation component that will be implemented in Phase II. This process evaluation, will be designed to identify the operational strengths and limitations of Phases I and II of the Enhanced DMC-TAP, and assist the CSA in planning future DMC activities.

GRANT REQUIREMENTS

Eligibility: Only the five counties awarded a grant for Phase 1 of the Enhanced DMC-TAP are eligible to apply for second year funding (Alameda, Contra Costa, Los Angeles, San Diego and Santa Cruz). These counties must demonstrate that they successfully completed Phase 1 and have a sound plan for using funds in Phase 2 to receive second year funds. CSA staff will review this application and the **Quarterly Progress Reports** submitted by current grantees in determining second year funding eligibility.

Board of Supervisors' Resolution: A resolution from the county Board of Supervisors addressing specific grant-related issues (**see Appendix A – Sample Resolution**) must be submitted with the grant application. In some cases, circumstances may preclude the submission of the resolution by the grant application due date. However, applicants must submit the resolution before the CSA can finalize the contract.

Data Collection/Progress Reports: Grantees must collect specified output and outcome data on federally required performance measures and submit these data to the CSA in quarterly progress reports (**see Appendix B – DMC Performance Measures**). Please note that the performance measures have changed for the second phase of the Enhanced DMC-TAP. In addition, grantees must participate in the process evaluation of the Enhanced DMC-TAP.

Invoices: Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. Grantees must submit invoices on-line to the CSA on a quarterly basis, within 45 days following the end of the reporting period. Grantees must maintain adequate supporting documentation for all claimed costs. For additional information, refer to the CSA's [Grant Administration and Audit Guide](#).

Audit: Grantees must submit an audit of expenditures (either grant-specific or as part of a federal single audit) within 120 days of the end of each 12-month grant period. Reasonable and necessary extensions to the timeframe may be granted if requested.

APPLICATION DUE DATE AND SUBMISSION

Grant applications for second year funding are due by November 1, 2007. The signed application **must** be mailed to Shalinee Hunter, DMC Coordinator, at the Corrections Standards Authority, 600 Bercut Drive, Sacramento, CA 95811 (please note that this is a new zip code). In addition, applicants **must** email the completed application to Shalinee.hunter@cdcr.ca.gov.

FUNDING NOTIFICATION AND CONTACT INFORMATION

Applicants will be notified in writing of the decision on second year funding within two weeks of submission of this grant application. Questions about the Enhanced DMC Technical Assistance Project or this grant application should be directed to Shalinee Hunter, DMC Coordinator, at 916-322-8081 or shalinee.hunter@cdcr.ca.gov.

APPLICATION INSTRUCTIONS

SECTION I: APPLICANT INFORMATION (Items A-G)

- A. **Applicant Agency:** Only units of local government may be awarded these federal Formula Grant Program funds. Although this project focuses on probation, the eligible unit of local government is the county. Complete the required information (including federal identification number) for the county submitting the grant application.
- B. **Amount of Funds Requested:** The amount of grant funds requested for Phase 2 may not exceed \$175,000.
- C. **Implementing Agency:** Federal law allows a county to designate an agency to implement the project. For this grant, the implementing agency is the probation department. Complete the required sections.
- D. **Day-to-Day Contact Person:** Provide the required information for the individual with whom CSA staff would work on a daily basis during the 12-month grant period.
- E. **Designated Financial Officer:** Provide the required information for the individual who would approve invoices before the county submits them to the CSA and be responsible for the overall fiscal management of the grant. Reimbursement checks are mailed to the Designated Financial Officer.
- F. **Applicant's Agreement:** The person authorized by the County Board of Supervisors to sign for the unit of local government must read the assurances in this section, then sign and date the application. Typically, this would be the Chief Probation Officer.

SECTIONS II – V

The instructions for each of these sections are outlined in the application. Please be as concise as possible in your responses and use, at a minimum, an 11-point font.



California Department of Corrections and Rehabilitation
Corrections Standards Authority

**Federal Formula Grants Program
Enhanced DMC Technical Assistance Project
January – December 2008**

SECTION I: APPLICANT INFORMATION

A. UNIT OF LOCAL GOVERNMENT				
COUNTY	ADMINISTRATIVE OFFICER		FEDERAL EMPLOYER ID NUMBER)	
MAILING ADDRESS	CITY	STATE	ZIP CODE	
B. AMOUNT OF FUNDS REQUESTED				
C. IMPLEMENTING AGENCY				
PROBATION DEPARTMENT		CHIEF PROBATION OFFICER		
NAME AND TITLE OF PROJECT DIRECTOR		TELEPHONE NUMBER		
STREET ADDRESS		FAX NUMBER		
CITY	STATE	ZIP CODE	E-MAIL ADDRESS	
D. DAY-TO-DAY CONTACT PERSON				
NAME AND TITLE		TELEPHONE NUMBER		
STREET ADDRESS		FAX NUMBER		
CITY	STATE	ZIP CODE	E-MAIL ADDRESS	
E. DESIGNATED FINANCIAL OFFICER				
NAME AND TITLE		TELEPHONE NUMBER		
STREET ADDRESS		FAX NUMBER		
CITY	STATE	ZIP CODE	E-MAIL ADDRESS	
F. APPLICANT'S AGREEMENT				
By signing this application, the applicant assures that it will abide by the laws, policies and procedures governing this funding.				
NAME AND TITLE OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY TO SIGN)				
APPLICANT'S SIGNATURE			DATE	

SECTION II: ASSESSMENT OF PHASE 1 ACTIVITIES

- A. Describe how Phase 1 funds were used to address the Probation Department's staffing and/or other infrastructure needs (as identified in Section III of the grant application for first year funding). If expenditures differed from what was outlined in the original grant application, please explain why.
- B. Describe the services provided by the expert consultant during Phase I. If those services differed from the work plan outlined in Section IV of the original grant application, please explain why.
- C. Were activities undertaken in Phase I according to the timeline in Section VI of the original grant application? Yes ☐ No ☐ If not, please explain why.

SECTION III: DESCRIPTION OF PHASE 2 ACTIVITIES

- A. Does the grantee intend to retain the expert consultant utilized during Phase I of the Enhanced DMC-TAP? Yes ☐ No ☐

If the answer is no, briefly explain why a change will occur and what process will be used to select a new expert consultant.

- B. Describe the efforts that will be undertaken by the expert consultant during Phase II of the Enhanced DMC-TAP to facilitate stakeholder collaboration and assist in the development of DMC reduction strategies.
- C. Will Phase 2 funds be used for continued support of DMC staff within the Probation Department? Yes ☐ No ☐

If the answer is yes, please explain both the staffing needs that funds will support and activities undertaken by that staff (e.g. DMC coordinator activities).

SECTION IV: PROPOSED BUDGET

- A. **BUDGET LINE ITEM TOTALS:** Complete the following table for the grant funds being requested in Phase II (up to \$175,000). While recognizing that counties may use different line items in the budget process, these are the ones used by the CSA on its invoices.

Proposed Budget Line Items	Grant Funds
Salaries and Benefits	\$
Services and Supplies	\$
Professional Services	\$
CBO Contracts	\$
Indirect Costs (may not exceed 10% of grant award)	\$
Fixed Assets/Equipment	\$
Other	\$
Total	\$

- B. **BUDGET LINE ITEM DETAILS:** Provide sufficient detail in each category to explain how the grant funds will be used.

1. SALARIES AND BENEFITS (e.g., number of staff, classification, salary and benefits)

2. SERVICES AND SUPPLIES (e.g., office supplies, staff travel and training costs)

3. PROFESSIONAL SERVICES: (e.g., contract with an expert consultant)

4. COMMUNITY-BASED ORGANIZATIONS (e.g., contract with a CBO for expert consultant services)

5. INDIRECT COSTS: Indicate percentage and how calculated. This total may not exceed 10% of the grant funds.

6. FIXED ASSETS (e.g., computers and other office equipment necessary to perform project activities)

7. OTHER

SECTION V: PROPOSED TIMELINE

Provide a proposed timeline for activities that will be undertaken in Phase II of the Enhanced DMC-TAP.

Activity

Timeframe

APPENDIX A
SAMPLE BOARD OF SUPERVISORS' RESOLUTION

Counties must submit a resolution from the Board of Supervisors that includes, at a minimum, the assurances outlined in the following sample.

WHEREAS the *(insert name of applicant county)* desires to participate in the Enhanced DMC Technical Assistance Project supported by federal Formula Grant funds and administered by the Corrections Standards Authority (hereafter referred to as CSA).

NOW, THEREFORE, BE IT RESOLVED that the *(insert title of designated official)* is authorized on behalf of the Board of Supervisors to submit the grant application for this funding and sign the Grant Agreement with the CSA, including any amendments thereof.

BE IT FURTHER RESOLVED that federal grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that the county agrees to abide by the statutes and regulations governing the federal Formula Grants Program as well as the terms and conditions of the Grant Agreement as set forth by the CSA.

Passed, approved, and adopted by the Board of Supervisors of *(insert name of county)* in a meeting thereof held on *(insert date)* by the following:

Ayes:

Notes:

Absent:

Signature: _____

Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____

Date: _____

Typed Name and Title: _____

APPENDIX B

DMC Performance Measures

OUTPUT PERFORMANCE MEASURES

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	Formula grants allocated or awarded for DMC at the State or local levels	Increase organizationa l/system capacity	The amount of funds in whole dollars that are allocated at the state level for the DMC Coordinator and awarded for DMC at the state and local levels during the reporting period. Program records are the preferred data source.	Dollars allocated and awarded for DMC
2	Number and percent of program staff trained	Increase organizationa l/system capacity	The number and percent of program staff who are trained on DMC-related issues such as improving staff's understanding of cultural differences, cultural context, cultural diversity, cultural awareness, bias, multicultural workplaces, etc. during the reporting period	A. Number of staff who participated in training B. Total number of staff C. Percent (A/B)
3	Number of hours of program staff training provided	Increase organizationa l/system capacity	The number of DMC-related training hours provided to program staff during the reporting period of the program. Training includes in-house and external trainings, conducted and available to staff.	Number of DMC-related hours of training provided to staff
4	Number of data improvement projects implemented	Improve planning and development	The number of data improvement projects funded at the state or local levels specifically to improve the quality and completeness of DMC data.	Number of projects funded during the reporting period
5	Number of <u>non-program</u> personnel trained	Increase organizationa l/system capacity	The number of non-program people who are trained on DMC-related issues such as improving understanding of cultural differences, cultural context, cultural diversity, cultural awareness, bias, multicultural workplaces, etc. during the reporting period. The number is the raw number of non-program people from law enforcement, courts, other related agencies, or community members who participate in training, conferences, or workshops. Although DMC program staff may also participate in such training (e.g., statewide or local DMC conferences) do not count them here. Count them under #4.	Number of non-program people who participated in training
6	Number of hours of <u>non-program</u> personnel training provided	Increase organizationa l/system capacity	The number of DMC-related training hours provided to non-program people during the reporting period. Include DMC training, conferences, and workshops conducted not just for DMC program staff only but for juvenile justice system personnel at large (e.g. law enforcement, court, etc.), and other related agencies and community members.	Number of DMC-related hours of training provided to non-program personnel
7	Number of program materials developed	Increase organizationa l/system capacity	The number of DMC-related materials developed during the reporting period. Include only substantive materials such as cultural competency or DMC curricula, brochures, videos about DMC, etc. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed.	Number of program materials developed during reporting period
8	Number of program/agency policies or procedures created, amended, or rescinded	Improve planning and development	The number of DMC-related policies or procedures created, amended or rescinded during the reporting period. Policies or procedures can be developed at the state or local levels. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include policies that are either relevant to the topic area of the program or policies that affect program operations.	Number of program/agency policies or procedures created, amended, or rescinded

OUTCOME PERFORMANCE MEASURES

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	Number of local agencies reporting improved data collections systems	Improve system effectiveness	The number of local-level agencies that show improved data collection systems as evidenced by an ability to collect data by race; collect data by race with increased accuracy and consistency; report timely data collection and submission, etc. during the reporting period. Data improvement project files are the preferred data source.	Number of improved local-level data collection systems during the reporting period.
2	Number and percent of non-program personnel with increased knowledge of program area	Increase program support	The number of non-program personnel, such as representatives from law enforcement, courts, referral agencies, or community members who gained a greater knowledge of DMC and DMC-related topics through trainings or other formal learning opportunities. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of non-program personnel trained during the reporting period who report increased knowledge B. Number of non-program personnel trained during the reporting period and returning surveys C. Percent (A/B)
3	Number and percent of program staff with increased knowledge of program area	Increase program support	The number of program staff who gained a greater knowledge of DMC and DMC-related topics through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of program staff trained during the reporting period who report increased knowledge B. Number of program staff trained during the reporting period and returning surveys C. Percent (A/B)
4	Number of minority staff hired	Improve system effectiveness	The number of staff of a specific minority group hired during the reporting period.	The number of minority staff hired
5	Number and percent of <u>non-program</u> personnel with increased knowledge of program area	Increase program support	The number of non-program personnel, such as representatives from law enforcement, courts, referral agencies, or community members who gained a greater knowledge of DMC and DMC-related topics through trainings or other formal learning opportunities. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of non-program personnel trained during the reporting period who report increased knowledge B. Number of non-program personnel trained during the reporting period and returning surveys C. Percent (A/B)
6	Number of contributing factors determined from assessment studies	Reduce DMC	Assessment studies are conducted to determine the factors contributing to disproportionality at certain juvenile justice system contact points for certain racial/ethnic minority(ies). Count the number of factors in the family, the educational system, the juvenile justice system, and the socioeconomic conditions determined to have contributed to minority overrepresentation at certain juvenile justice system contact points.	Number of contributing factors determined from assessment studies.